

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
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Denver, Colorado 80225-0047  
[www.blm.gov/nhrmc](http://www.blm.gov/nhrmc)**

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**EMS TRANSMISSION**

Information Bulletin No. HR-2000-060

To: All BC, HR, NI, NILS, LRIS, NPIT, RS, and WO Field BIA Liaison  
Office Employees

From: Director, National Human Resources Management Center

Subject: Mandatory EEO Workshop - The Complaint Workshop

The Equal Employment Group (EEO) is presenting a mandatory workshop to thoroughly explain the complaint process. There will be multiple dates for each Center to attend. Please refer to the attached training schedule to find out specific dates for each Center. The workshop will last two hours per session.

Participants will learn the basic EEO principles, prohibited forms of discrimination, the Federal sector complaint process, theories of employment discrimination, causes of discrimination and the use of mediation during the informal and formal complaint process. In addition, the workshop will cover the newly revised changes to EEOC regulations. Following is the course agenda:

- Overview and Objectives
- EEO Laws, Executive Orders, Directives, and Regulations
- Revisions to New EEOC Regulations (Effective 11/9/99)
- Theories of Employment Discrimination
- Causes of EEO Complaints
- Flow Chart of Individual EEO Complaint Process
- Flow Chart of Sexual Orientation Complaint Process
- Use of Mediation During the Informal & Formal Complaint Process
- Flow Chart of Alternative Dispute Resolution (ADR) Process
- Questions & Answers
- Wrap Up

Please submit your name and the date and time you would like to attend the workshop to Aleecia Leyba at (303) 236-8267. The due dates for each Center are as follows:

- NHRMC/BIA April 7, 2000
- NARSC/NPIT April 12, 2000
- NBC May 5, 2000
- NIRMC/NILS/LRIS June 2, 2000

Questions regarding the workshop itself can be directed to Sandy Romero, EEO Specialist, at (303) 236-6468. Questions regarding registration can be directed to Aleecia at the above listed number.

Signed by:  
Linda D. Sedbrook  
Director

Authenticated by:  
Darlene Robitaille  
Secretary

1 Attachment

1 - FY 2000 Annual EEO Training Schedule (1 p)

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RS-150A, BLM Library  
NI-101, Reading File  
HR-220, Reading File  
HR-230, Reading File

## **FY 2000 ANNUAL EEO TRAINING SCHEDULE**

Training will be provided to all employees on the EEO Complaint Process on the following dates and times: The class will consist of 20-30 participants per course. Class will be held in the East Conference Room in Building 50.

<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>CENTER</u></b>
<b>April 12, 2000</b>	<b>9:00 a.m. - 11:00 a.m.</b>	<b>NHRMC/BIA</b>
<b>April 12, 2000</b>	<b>1:00 p.m. - 3:00 p.m.</b>	<b>NHRMC/BIA</b>
<b>April 19, 2000</b>	<b>9:00 a.m. - 11:00 a.m.</b>	<b>NARSC/NPIT</b>
<b>April 19, 2000</b>	<b>1:00 p.m. - 3:00 p.m.</b>	<b>NARSC/NPIT</b>
<b>April 26, 2000</b>	<b>9:00 a.m. - 11:00 a.m.</b>	<b>NARSC/NPIT</b>
<b>April 26, 2000</b>	<b>1:00 p.m. - 3:00 p.m.</b>	<b>NARSC/NPIT</b>
<b>May 10, 2000</b>	<b>9:00 a.m. - 11:00 a.m.</b>	<b>NBC</b>
<b>May 10, 2000</b>	<b>1:00 p.m. - 3:00 p.m.</b>	<b>NBC</b>
<b>May 24, 2000</b>	<b>9:00 a.m. - 11:00 a.m.</b>	<b>NBC</b>
<b>May 24, 2000</b>	<b>1:00 p.m. - 3:00 p.m.</b>	<b>NBC</b>
<b>June 7, 2000</b>	<b>9:00 a.m. - 11:00 a.m.</b>	<b>NIRMC/NILS/LRIS</b>
<b>June 7, 2000</b>	<b>1:00 p.m. - 3:00 p.m.</b>	<b>NIRMC/NILS/LRIS</b>
<b>June 21, 2000</b>	<b>9:00 a.m. - 11:00 a.m.</b>	<b>NIRMC/NILS/LRIS</b>
<b>June 21, 2000</b>	<b>1:00 p.m. - 3:00 p.m.</b>	<b>NIRMC/NILS/LRIS</b>